

Chapter 4 - Budget Maintenance - BMT

Budget Maintenance

Budget Maintenance is used to record the budget information for the accounts that you have entered. The system will keep track of the amount vouchered out of these accounts. This is also the area that the DSS 207 gets information from for the Basic Grant and In Home Care Program.

Accessing the Budget Maintenance Screen:

To access the Budget Maintenance Screen, insert **BMT** in the Next Tran field and press <Enter>.

Probate Next Tran Line:

NXT TRAN P BMT TYPE INQ CASE NBR 00000000 REC NBR

Juvenile Next Tran Line:

NXT TRAN BMT TYPE INQ CASE NBR 00000000 PET 00000000 EVT PTY

The following screen will be displayed.

Court ID: J 44 ANGIE		Juvenile Budget File		Release: 025	
Selection: A=Add, M=Mod, I=Inquire, C=Copy					
Account Code	Budget Year	Code Type	Budget Amount	Code Description	Sel
E815	2007	E	1.00	RESPITE/TETHERING	
E815	2006	E	1.00	RESPITE/TETHERING	
E815	2005	E	1.00	RESPITE/TETHERING	
E815	2004	E	1.00	RESPITE/TETHERING	
E815	2003	E	1.00	RESPITE/TETHERING	
E812	2003	E	13452.00	KIND PROGRAM	
E202	2003	E	500000.00	SUPPLEMENTAL CLOTHING	
RST	2002	R	12000.00	RESTITUTION	
E903	2002	E	30000.00	BASIC GRANT TRANSPORTATION	
E815	2002	E	1.00	RESPITE/TETHERING	
E812	2002	E	13452.00	KIND PROGRAM	
E302	2002	E	75000.00	PROFESSIONAL & CONTRACTUAL	
					More...
Nxt Tran <u>BMT</u> Type <u>INQ</u> Case# <u>00000000</u> Petn# <u>00000000</u> Evt# <u> </u> Party <u> </u> F1=Help F2=Nxt Tran F3=Exit F4=Prompt F6=System F8=Probate F9=Name Inq. F14=Dkt. Inq F16=Inv. Cal					
MA <u>b</u> MW <u> </u> 07/077 <small>Connected to remote server/host OSMSOUTH using port 23 \\SC40\1N54QLS on Ne05:</small>					

Following are explanations of the above screen.

NOTE: Unless otherwise noted, all of the following fields are display fields only and no data entry is allowed.

~Account~

This is the four character accounting code that you wish to track budget data on.

~Budget Year~

This is the budget year for this account. If the budget year runs from October, 2002 through September, 2003, the budget year would be 2003.

~Code Type~

This is the type of the account that was entered when the account was entered on the ACT screen.

~Budget Amount~

This is the amount of the budget for the year for this account.

~Code Description~

This is the description for this account as taken from the ACT screen.

~Selection~

This is the type of transaction that you want to perform. The valid entries are: A = Add, M = Modify and I = Inquire.

Example of a Budget Maintenance Add:

1. Enter an "A" on the first line at the right hand side of your screen and press <Enter>.

The screenshot shows a window titled "B" with the following content:

Court ID: J 44 ANGIE Juvenile Budget File Release: 025

Selection: A=Add, M=Mod, I=Inquire, C=Copy

Account Code	Budget Year	Code Type	Budget Amount	Code Description	Sel
E815	2007	E	1.00	RESPITE/TETHERING	A
E815	2006	E	1.00	RESPITE/TETHERING	
E815	2005	E	1.00	RESPITE/TETHERING	
E815	2004	E	1.00	RESPITE/TETHERING	
E815	2003	E	1.00	RESPITE/TETHERING	
E812	2003	E	13452.00	KIND PROGRAM	
E202	2003	E	500000.00	SUPPLEMENTAL CLOTHING	
RST	2002	R	12000.00	RESTITUTION	
E903	2002	E	30000.00	BASIC GRANT TRANSPORTATION	
E815	2002	E	1.00	RESPITE/TETHERING	
E812	2002	E	13452.00	KIND PROGRAM	
E302	2002	E	75000.00	PROFESSIONAL & CONTRACTUAL	

More...

Nxt Tran BMT Type INQ Case# 00000000 Petn# 00000000 Evt# Party

F1=Help F2=Nxt Tran F3=Exit F4=Prompt F6=System F14=Dkt.Inq

F8=Probate F9=Name Inq. F16=Inv.Cal

08/077

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The system will display the add Budget File Maintenance screen. Enter the following information on the add screen.

1. Enter the accounting code as taken from the ACT screen.
2. Enter the budget year.
3. Enter the year that this budget starts in the "Start Year" field.
4. Enter the month that this budget starts in the "Start Month" field. Valid entries are 01 - 12.
5. Enter the number of months that this budget will cover. Valid entries are 01 - 12.
6. Enter the distribution of this account. The valid entries are A = Auto or M = Manual.
7. Enter the amount of this budget.

After you have entered all information, press <Enter>, enter your password and then press <F10> and the system will save the information that you entered.

B

Court ID: J 44 ANGIE Budget File Maintenance Release: 025

Accounting Code : AFE Budget year : 2003 **ADD**

Effective date :

Start year : 2002 Starting month : 10 Number of months : 12

Distribution : A (A=Auto M=Manual) Amount : 10000.00

F1=Help F3=Exit F6=System
F14=Dkt. Inq F16=Inv. Cal

MA b MW 07/068

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Once all information has been entered, press <Enter> and the system will display the distribution screen.

B

Court ID: J 44 ANGIE Budget File Maintenance Release: 025

Accounting Code : AFE Budget year : 2003 **ADD**

Effective date : 00/00/0000

Start year : 2002 Starting month : 10 Number of months : 12

Distribution : A (A=Auto M=Manual) Amount : 10000.00

Fund	Activity	Account	Type	Account description
00101	00149 00	00853 000	R	ATTORNEY FEES
2002	October	2002	November	2002
	833.33		833.33	December
				833.33
2003	February	2003	March	2003
	833.33		833.33	April
				833.33
2003	June	2003	July	2003
	833.33		833.33	August
				833.33
				2003
				September
				833.37

F1=Help F3=Exit F6=System
F14=Dkt. Inq F16=Inv. Cal

MA b MW 06/015

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The system automatically distributed the amount equally between the months of the budget. These figures can be modified throughout the year to reflect changes to the account. If everything is correct on the screen, enter your password and press <F10> to complete the transaction.

Field Descriptions for the Budget Maintenance Add Screen:

~Accounting Code~

This is the code for the account that you want to track budget information on. This code is taken from the ACT screen.

~Budget Year~

Enter the budget year that you want to track for this account. If the budget year starts in one year and ends in the next, the budget year would be the latter.

~Effective Date~

This is the date this account became effective. The system will insert the effective date into this area if there is an effective date on the account you are working with.

~Start Year~

This is the year the budget is starting in.

~Starting Month~

This is the month the budget is starting in. Valid entries are 1-12.

~Number of Months~

This is the number of months that this budget will be tracked for.

~Distribution~

This is the type of distribution that this amount will be distributed by. The valid entries are A = Auto and M = Manual.

~Amount~

This is the amount of the budget for this account.

Example of Copying a Budget Record:

The system will allow you to copy a budget record from the most recent year to the next year.

1. Enter a "C" on the line to the right of the budget record that you are copying and press <Enter>.

Court ID: J 44 ANGIE Juvenile Budget File Release: 025

Selection: A=Add, M=Mod, I=Inquire, C=Copy

Account Code	Budget Year	Code Type	Budget Amount	Code Description	Sel
E815	2007	E	1.00	RESPITE/TETHERING	
E815	2006	E	1.00	RESPITE/TETHERING	
E815	2005	E	1.00	RESPITE/TETHERING	
E815	2004	E	1.00	RESPITE/TETHERING	
E815	2003	E	1.00	RESPITE/TETHERING	
E812	2003	E	13452.00	KIND PROGRAM	C
E202	2003	E	500000.00	SUPPLEMENTAL CLOTHING	
RST	2002	R	12000.00	RESTITUTION	
E903	2002	E	30000.00	BASIC GRANT TRANSPORTATION	
E815	2002	E	1.00	RESPITE/TETHERING	
E812	2002	E	13452.00	KIND PROGRAM	
E302	2002	E	75000.00	PROFESSIONAL & CONTRACTUAL	

More...

Nxt Tran BMT Type INQ Case# 000000000 Petn# 000000000 Evt# Party
 F1=Help F2=Nxt Tran F3=Exit F4=Prompt F6=System
 F8=Probate F9=Name Inq. F14=Dkt. Inq F16=Inv. Cal

MA b MW 13/077
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The system will return the following screen.

The system has copied the budget record with the exact information from the previous record except it changed the budget year to the current year.

Court ID: J 44 ANGIE **Juvenile Budget File** **Release: 025**

Selection: A=Add, M=Mod, I=Inquire, C=Copy

Account Code	Budget Year	Code Type	Budget Amount	Description	Sel
E815	2007	E	1.00	RESPITE/TETHERING	
E815	2006	E	1.00	RESPITE/TETHERING	
E815	2005	E	1.00	RESPITE/TETHERING	
E815	2004	E	1.00	RESPITE/TETHERING	
E812	2004	E	13452.00	KIND PROGRAM	
E815	2003	E	1.00	RESPITE/TETHERING	
E812	2003	E	13452.00	KIND PROGRAM	
E202	2003	E	500000.00	SUPPLEMENTAL CLOTHING	
RST	2002	R	12000.00	RESTITUTION	
E903	2002	E	30000.00	BASIC GRANT TRANSPORTATION	
E815	2002	E	1.00	RESPITE/TETHERING	
E812	2002	E	13452.00	KIND PROGRAM	

More...

Nxt Tran **BMT Type** **INQ** **Case#** 00000000 **Petn#** 00000000 **Evt#** **Party**

F1=Help F2=Nxt Tran F3=Exit F4=Prompt F6=System

F8=Probate F9=Name Inq. F14=Dkt. Inq F16=Inv. Cal

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Example of a Court Budget Modify:

1. Enter a "M" on the line to the right of the record that you want to modify and press <Enter>.

The screenshot shows a window titled 'B' with the following content:

Court ID: J 44 ANGIE Juvenile Budget File Release: 025

Selection: A=Add, M=Mod, I=Inquire, C=Copy

Account Code	Budget Year	Code Type	Budget Amount	Code Description	Sel
E815	2007	E	1.00	RESPITE/TETHERING	M
E815	2006	E	1.00	RESPITE/TETHERING	
E815	2005	E	1.00	RESPITE/TETHERING	
E815	2004	E	1.00	RESPITE/TETHERING	
E812	2004	E	13452.00	KIND PROGRAM	
E815	2003	E	1.00	RESPITE/TETHERING	
E812	2003	E	13452.00	KIND PROGRAM	
E202	2003	E	500000.00	SUPPLEMENTAL CLOTHING	
RST	2002	R	12000.00	RESTITUTION	
E903	2002	E	30000.00	BASIC GRANT TRANSPORTATION	
E815	2002	E	1.00	RESPITE/TETHERING	
E812	2002	E	13452.00	KIND PROGRAM	

More...

Nxt Tran BMT Type INQ Case# 00000000 Petn# 00000000 Evt# Party

F1=Help F2=Nxt Tran F3=Exit F4=Prompt F6=System F14=Dkt.Inq F16=Inv.Cal

MP b MW 08/077

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The system will return the Budget File Maintenance Modify screen. Any field can be modified except the accounting code field, budget year and effective date fields.

Budget File Maintenance

Court ID: J 44 ANGIE Release: 025

Accounting Code : E815 Budget year : 2007 **MOD**

Effective date : 00/00/0000

Start year : 1990 Starting month : 10 Number of months : 12

Distribution : A (A=Auto M=Manual) Amount : 1.00

Fund	Activity	Account	Type	Account description
00292	00688 00	00813 000	E	RESPITE/TETHERING

1990 October .08	1990 November .08	1990 December .08	1991 January .08
1991 February .08	1991 March .08	1991 April .08	1991 May .08
1991 June .08	1991 July .08	1991 August .08	1991 September .12

F1=Help F3=Exit F6=System F14=Dkt.Inq F16=Inv.Cal

MA b MW 06/015

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When all modifications have been made, press <Enter>, then enter your password and press <F10>. The system will save your changes and return you to the Budget File screen.

Deleting Budget Records:

Budget Records can't be deleted.